



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Longview, WA Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY

1. <u>Announcement Number</u> T38-05-077-DB	2. <u>Title, Series, Grade, Salary</u> Registered Nurse (Care Coordination Project Manager) AD/VN-610-1/2/3 \$42,297 to \$74,185 per annum. Salary range and grade dependent on qualifications	3. <u>Tour of Duty</u> 8:00am to 4:30pm M-F	4. <u>Duty Station</u> Primary Care Division Portland OR Division
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position	6. <u>Contact</u> Marion Mickles Jr. 503-220-8262 x 54734	7. <u>Opening Date</u> 12/16/04	8. <u>Closing Date</u> Until Filled 1st Consideration 12/29/04

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen.

MAJOR DUTIES:

The incumbent will provide management and leadership of the Care Coordination Project to all clinical services. Responsible for the education of staff that will be monitoring patients on home monitoring devices. Incumbent will be responsible for oversight of distribution of the monitoring devices. Will work with the contract service to assure that patients using the devices in their home will meet all expected JCAHO and all other applicable standards. Interdisciplinary team includes Clinical Managers, medical staff, and a variety of other disciplines. The incumbent will be responsible for the Portland VA Medical Center meeting VISN 20 expectations for use of the devices. Responsible for ongoing quality assurance as it relates to the program. Incumbent will report to the Administrative Director of the Primary care Division.

QUALIFICATION REQUIREMENTS:

- Citizen of United States.
- Graduate of a school of professional nursing approved by the appropriate State agency and accredited by one of the following accrediting bodies at the time the program was completed by the applicant: The National League for Nursing Accrediting Commission (NLNAC) or The Commission on Collegiate Nursing Education (CCNE).
- In cases of graduates of foreign schools of professional nursing, possession of current, full, active, and unrestricted registration and the possession of a Certificate from the Commission on Graduates of Foreign Nursing Schools (CGFNS) will meet the requirement of graduation from an approved school of professional nursing.
- Current, full, active and unrestricted registration as a graduate professional nurse in a State, Territory, or Commonwealth (i.e., Puerto Rico) of the U.S. or in the District of Columbia. The RN must maintain a current, full active and unrestricted registration to continue employment with the VA.
- For Nurse II, the applicant should have a BSN with 2-3 years of nursing experience **OR** an Associate degree or diploma in nursing and a bachelors degree in a related field and 2-3 years nursing experience **OR** a Master's degree in nursing or a related field with a BSN with 1-2 years of experience.
- For Nurse III, the applicant should have a Master's degree in nursing or related field with a BSN and 2-3 years of nursing experience **OR** a Doctoral degree in nursing or related field and 2-3 years of nursing experience.
- **The preferred candidate will possess a Master's degree.**

CONDITIONS OF EMPLOYMENT:

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future.

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

(Continued on next page)

VACANCY ANNOUNCEMENT INFORMATION SHEET

CONDITIONS OF EMPLOYMENT:

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

External applicants who have not been reviewed and approved by the professional nursing standards board will be given a temporary appointment not-to-exceed 13 months, pending board approval.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC Employees: For 1st consideration, applicants should submit a completed VAF 4078 to Human Resources Management Division, Portland Division, Building 100 Room 6C12 no later than **Close of Business (COB) on 12/29/04**. This position will be open until filled.

Other VA Employees must also submit a [VA Form 10-2850a, "Application for Nurse and Nurse Anesthetists"](#), [OF-306, "Declaration for Federal Employment"](#), latest SF-50, Notification of Personnel Action, and latest performance appraisal to be received in Human Resources at the address below no later than **COB on 12/29/04 for first consideration**. This position will be open until filled. Forms may be obtained in your HR Office or on our external website, www.va.gov/portland/hr.

Non VA Applicants may apply by submitting the following forms/documents to the Portland VA Medical Center, P4HRMS, **ATTN Announcement T38-05-077-DB**, PO Box 1034, Portland, OR 97207, to be received no later than **COB on 12/29/04 for first consideration**, or brought in person to Human Resources Bldg 100 Rm 6C12, Portland VA Medical Center, 3710 US Veterans Hospital Road, Portland, OR 97239 by the **COB on 12/29/04 for first consideration**. This position will be open until filled. Forms are available in the Human Resources Office or on our website, www.va.gov/portland/hr.

1. [VA Form 10-2850a, Application for Nurse and Nurse Anesthetists](#).
2. [OF-306, \(Declaration for Federal Employment\)](#) (January 2001 version or later).
3. Copy of current license.
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (FOR 5 POINT Veteran's Preference).
 - b. [SF-15, \(Application for 10-point Veteran Preference\)](#)
 - c. VA letter of service-connected disability rating dated within the last 12 months.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. A copy of your college transcripts (Optional unless education is required).

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**